

Shirley School Committee Minutes  
Shirley Middle School  
December 1, 2004

Present: Gary Bourassa, Chairperson  
Paul Wilson  
Bob Prescott  
Don Parker (arrived at 7:20 p.m.)

Also Present: Dr. Thomas Scott, Superintendent  
Patricia Stern, Business Manager

The meeting began at 7:04 p.m.

Public Participation:

As there was no public participation the meeting progressed to discuss Old Business.

Old Business:

The members reviewed the minutes of the November 17, 2004 meeting. Mr. Wilson motioned to approve the minutes. Mr. Prescott seconded the motion. The motion was approved.

Patricia Stern, Business Manager, reviewed the FY05 Budget. She explained that the November 18, 2004 version presented to the members included the \$167,000 approved at Special Town Meeting. She also stated that this budget version includes the realigning of some items in accordance with available revenue. Adjustments were also made to some line items based on current information now available as well as the inclusion of some grants that have now come through. It was also noted that there have been some savings in the SPED placements costs. Mrs. Stern stated that during this realigning process a calculation error was discovered that essentially double counted \$100,000 in the Devens Revolving account. She informed the committee that the realigning process was able to offset this error. Mr. Prescott asked if there has been any progress in receiving the money due to the school from the School Building Committee. Mrs. Stern stated that there has not been any progress in receiving that money. Mr. Prescott motioned to accept the FY05 budget. Mr. Wilson seconded the motion. The motion was approved.

Business Affairs:

The committee reviewed payroll warrants 819 and 319. The members also signed a warrant that was available to them at the meeting.

Mrs. Stern reviewed the FY04 Year-End Report. She briefly discussed each of the schedules that comprise the document. Mr. Bourassa signed the report.

In other business, Mrs. Stern stated that the realigning of the budget numbers has resulted in a need to transfer expenditures into their appropriate budget source. She asked permission from the school committee members to have three members come to the Business Office to sign the transfer warrant. By doing so Mrs. Stern hopes to have the figures available to produce a financial report for the next scheduled meeting on December 15, 2004. This timeframe for producing the report would almost guarantee that the information would not be available in time to be included in the school committee packets home delivery that Friday. Mrs. Stern also requested permission to have the information available for delivery on Monday or even hand carried to the meeting. The payables warrant would also need to be hand carried as the process of preparing the report in such a short timeframe would require the assistance of the entire Business Office. Mrs. Stern stated that if anything should change the members would be notified ahead of time. The committee members agreed to her requests.

New Business:

Dr. Scott reviewed the Promotion and Retention Policy. He explained that the need for such a policy stemmed from a recent governance meeting where the teachers formed a committee to draft up the procedures included in the policy. Dr. Scott feels that it is important to have such a policy. Special attention should be given to the last line of the policy which states that the building principal has the final decision in whether a student will be promoted or held back. Mr. Bourassa read the policy to all in attendance. Mr. Parker motioned to approve the policy. Mr. Wilson seconded the motion. The first reading of the Promotion and Retention Policy was approved.

Information:

Dr. Scott informed the committee of the DEAC timeline. He stated that the DEAC is moving toward establishing a charter school up to grade 6. They are also looking to establish contracts with various school districts as a way of providing an option for those families on Devens who do not wish to have their children attend a charter school.

The committee adjourned the meeting at 7:50 p.m. so they could go into executive session.

Roll Call:

Gary Bourassa: Yes  
Don Parker: Yes

Bob Prescott: Yes  
Paul Wilson: Yes

The members reconvened after the executive session. A motion was made to adjourn the meeting. The motion was seconded and approved. The meeting was adjourned at 8:40 p.m.

Respectfully submitted by:  
Karen Gutheil